



Scope Purpose

This scope is a response to the request from Brett Bollinger. The scope of this proposal is to provide construction management assistance to Brett where requested and to provide inspection services for the construction work being completed, which includes the following:

Tasks

Task 1 – Construction Management Assistance

- Attendance at all weekly construction and project coordination meetings
- Review the Contractor's baseline schedule and monthly updates and provide updates to the City upon request
- Review of bid documents
- Coordination with City Staff and legal counsel as required
- Coordination and attendance at any required pre-bid meetings
- Attendance at any public bid opening
- Review of bids
- Meetings with individual City Departments and outside agencies involved in the facilitation of the project
- Plan constructability review upon request by the City
- Assistance in City standards and policy updates
- Review and routing of requested change orders
- Oversight of all site inspection and materials testing, which includes:
 - Review of daily field reports
 - Inspector weekly work schedule review and approval
 - Response and routing of all RFIs
 - Response and routing of all project material submittals
 - Traffic control plan review and routing
 - Review of payment and invoicing for inspection companies
- Design consultant coordination
- Dry utility construction coordination
- Conflict resolution
- Project tours as needed
- Project accountability focused on cost and time implications
- Project closeout and acceptance



Task 2 – Inspection Services

- Review project plans and specifications
- Document pre-construction conditions
- Monitor all construction activities for compliance with the contract plans and specifications
- Document all observations in a daily inspection report complete with pertinent photographs
- Inspection reports will be completed daily and uploaded to a secure cloud service that the City is provided with access to
- Collect and log all material tags into the project files
- Traffic Control Monitoring
- Assess and provide material quantities and costs as requested by the City
- Annotate final as-built drawings with any pertinent field changes
- Attend standing and weekly construction meetings, as needed
- Participate in final walk-through and prepare final field punch list

Billings

Client will be billed monthly on a time and material basis per the attached project fee schedule and shall not exceed the estimated amount below. If the Client's requested scope or duration of services exceeds the estimated amount below, Pinnacle will provide an updated scope and estimate to help alleviate the risk of a gap in service.

*Fee and Estimated Budget Amount

Task 1 Services

(Estimated 15hours/month)..... T&M Estimated at \$3,000/month

Task 2 Services

(Estimated 40hours/month)..... T&M Estimated at \$8,000/month

Rate and Fee Schedule

Name	Position	Company	Fixed Hourly Rate
Kelley Butcher	City Representative	Pinnacle	\$165
Jodi Snyder	Document Control Manager	Pinnacle	\$90
Isaak Butcher	Document Control Tech	Pinnacle	\$50
	Site Inspector	UNICO/Boswell	\$155Reg/\$233OT/\$311DOT

- No team members listed by name will be substituted without written authorization from the City.
- Any purchases made at the specific direction of the City will be billed on a cost + 10% basis.
- All listed rates are valid through 6.1.2025.